

Educational Service Center Job Description

OCCUPATIONAL THERAPIST

Minimum Qualifications:

- Valid state license to practice as an Occupational Therapist issued by the Ohio OT/PT/AT Board
- Master's Degree or equivalent
- Documentation of a clear criminal record
- Complies with drug-free workplace rules and board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisites and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Director of Student Services and his/her designee

Job Objectives:

Provide interventions and evaluations informed by evidence; identify learning opportunities to enable students to improve skills within the context of everyday activities and routines

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. However, the list below is not ranked in order of importance or intended to be all-inclusive.

- Evaluate students as a part of the multi-factored evaluation process in the areas of self-care, fine motor, visual-motor, sensory processing, and other related areas.
- Assist with the development of the individualized education program (IEP) for students.
- Plan and implement therapy programs for identified students, develop a therapy schedule, participate in team meetings, conferences, etc.
- Use effective behavior management strategies to create a safe, positive, and engaging learning environment, and is responsible for the care, custody, and supervision of students.
- Incorporate and promote instructional, assistive, and other types of technology; and uphold the acceptable use policy.
- Utilize appropriate assessment, data collection, and progress monitoring methods to inform instruction and monitor progress.
- Consult with parents, school personnel, and outside agencies, as appropriate; provides families with techniques to assist with therapeutic interventions at home.
- Provide general supervision of an occupational therapist assistant when

- assigned, and co-signs all documentation as required.
- Provide in-service and training to parents and school personnel.
 - Participate in building-level teams.
 - Participate in professional growth activities through staff development, workshops, in-services, and higher education.
 - Uphold board policies, follow administrative guidelines, comply with Federal and state laws, model policies and procedures, rules, and regulations for the education of students with disabilities. Ensure paperwork is accurate, all timelines and deadlines are met (annual reviews, progress reports, etc.), strictly adheres to HIPAA and FERPA, respects personal privacy, and maintains confidentiality of privileged information.
 - Maintain high ethical standards, exhibit professionalism, self-control, flexibility, satisfactory attendance/punctuality, dependability, accept responsibility for decisions and conduct, promote a favorable image of the Agency, etc..
 - Adapt to unique circumstances and factors such as travel, extended hours, student behaviors, lifting/transferring students, interactions with aggressive/disruptive individuals, etc.
 - Complete other duties as assigned by the Superintendent or his/her designee.

Working Conditions:

- Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluations:

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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